University of South Carolina - Division of Human Resources
## HR Dashboard View for College/Division/Campus HR Contacts in HCM PeopleSoft

This job aid outlines the process for HR Contacts with College, Division, or Campus HR access in HCM to view the HR Dashboard in HCM PeopleSoft. Note this data is not available to those with Department HR Contact access in HCM.
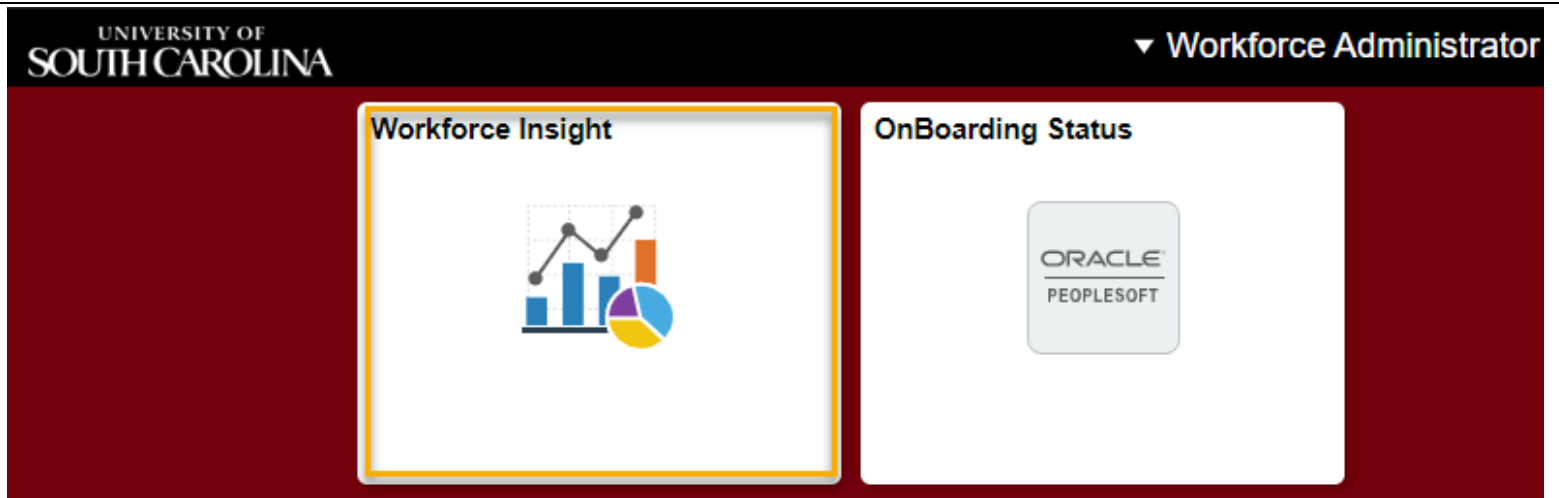
Processing Steps	Screenshots
Step 1: On the main homepage, click the **Employee Self Service** drop-down menu button. **Step 2:** Click the **Workforce Administration** drop-down menu button.	
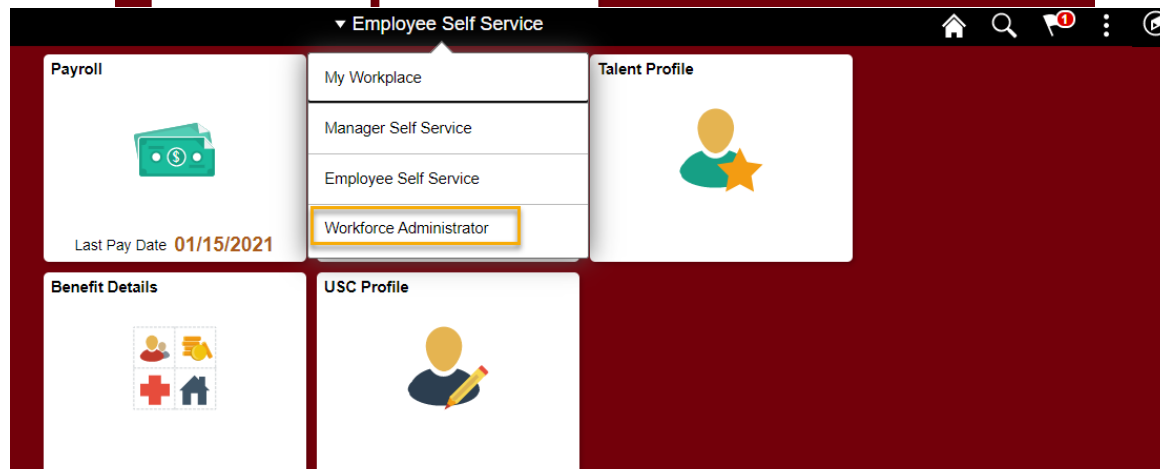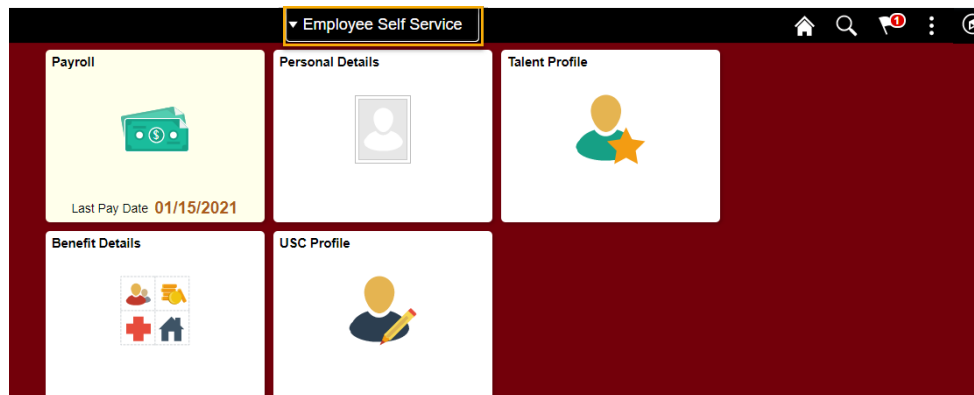
|	
Step 3: Click the **Workforce Insight** tile.	UNIVERSITY OF **SOUTH CAROLINA** ▼ **Workforce Administrator** **Workforce Insight** **OnBoarding Status** ORACLE PEOPLESOFT

Step 4: The Workforce Insight page is data at your fingertips!

There are six data sets you as College, Division, and Campus HR Contacts have access to:

- Turnover Analysis
- Diversity Overview
- Diversity Analysis
- Job Category
- Headcount Movement
- Current Headcount

In the next six steps we will review the data available in each of the previously mentioned categories.
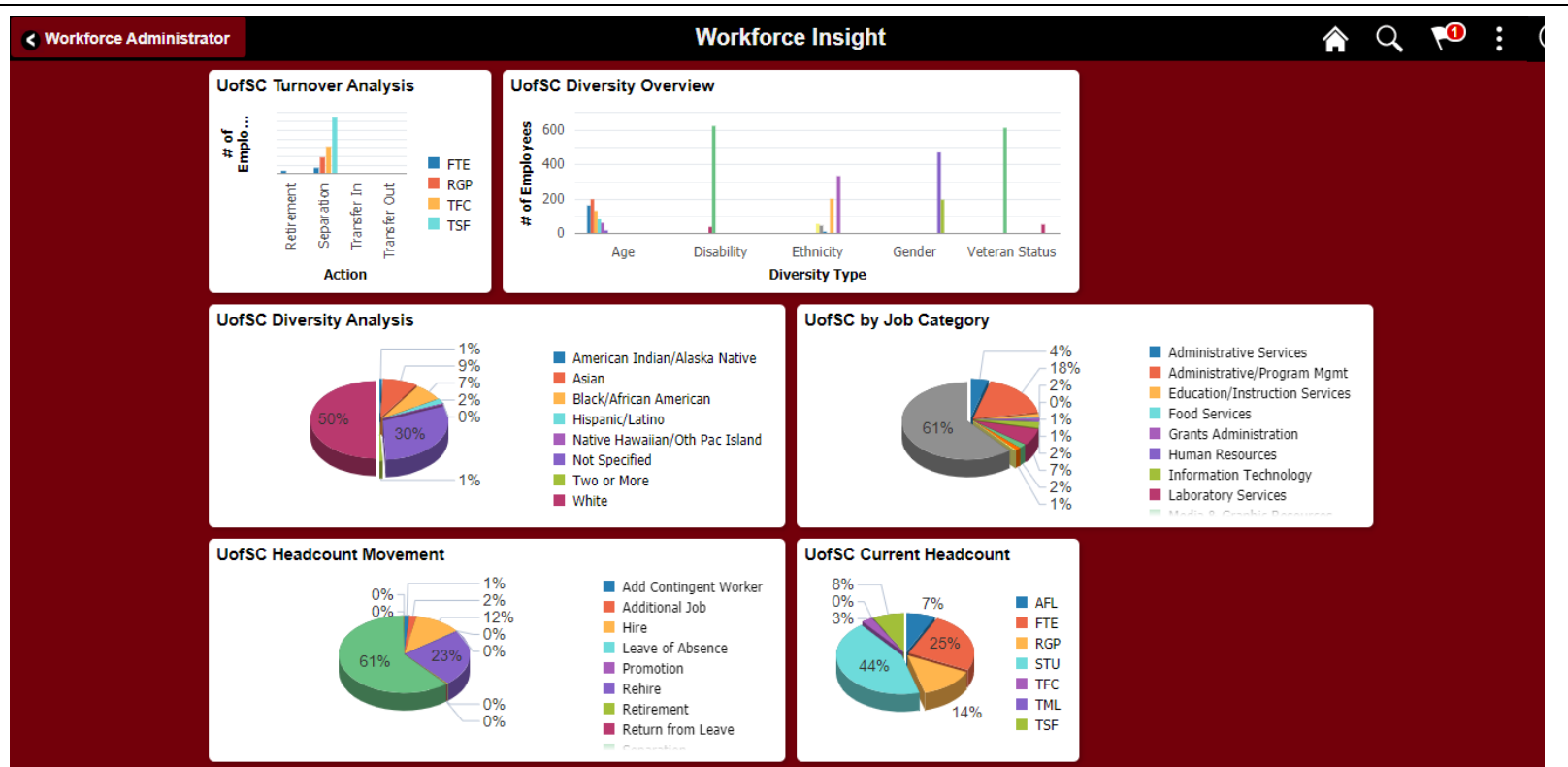
Step 5: The **UofSC Turnover Analysis** page shows the turnover data for employees within your security scope.
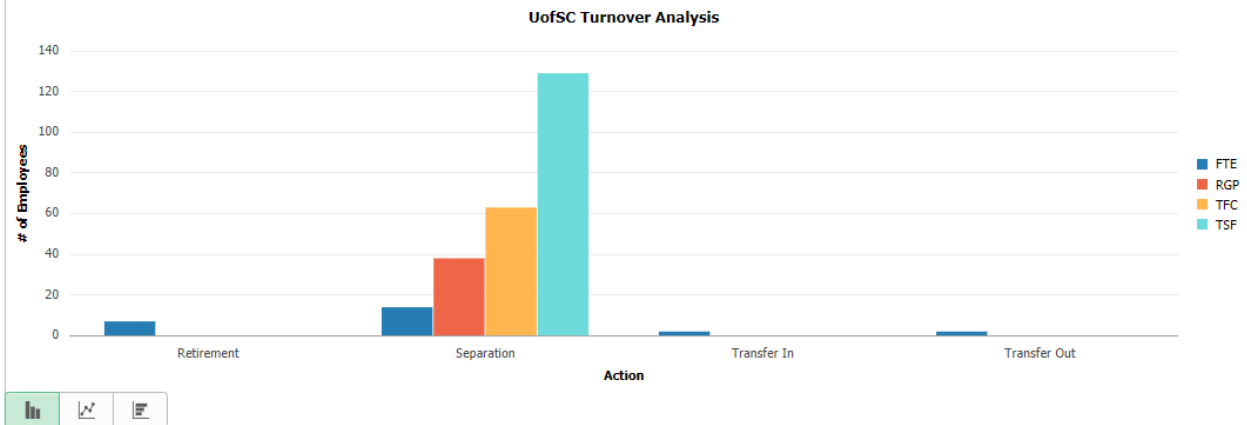
Required for the search parameters are the from and to date fields. Note you can filter the data by making selections on the left side menu including: employee class type, action/reasons, faculty/staff, age range, gender, job code, etc.

You can change the chart view type from a bar graph (default) to a line chart or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

Step 6: The **UofSC Diversity Overview** page shows an overview of diversity data for employees within your security.

There are no required search parameters on this page. The default view pulls all diversity types for employees in your security. Note you can filter the data by making selections on the left side menu including: diversity description, employee class type, grade (state pay band), diversity type, etc.

Note if you select more than one filter on the left menu, the data presented will encompass all employees that fall within one or more of your criteria.

You can change the chart view type from a bar graph (default) to a line chart or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

UofSC Diversity Overview

Prompts

First Hire Date (>)

Search   Clear

Business Unit
- USC Columbia (3350)

Diversity Descr
- Not Indicated (1237)
- Female (472)
- White (335)
- Not Specified (204)
- 25-34 (201)
- Male (198)
- 18-24 (165)
- 35-44 (134)
- 45-54 (85)
- 55-64 (64)

More

Emp Type
- Salaried Employees (2840)
- Hourly Employees (510)

Hi Educ Lv
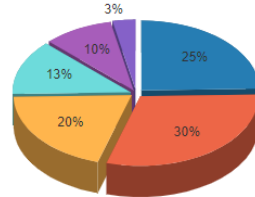
Rows: Diversity Type | Diversity Descr
Columns: # of Employees

EmplID	Empl Record	Name	Diversity Type	Resp Code Descr	Business Unit	Reg/Temp	Empl Class	Faculty/Staff	Resp Code	Age	Gender	Ethnic Grp	Military Status	Disability	# of
			Age	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Disability	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Ethnicity	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc
			Gender	Arnold School of Public Health	USC Columbia	RGP	RGP	Staff	CL034	38	Female	White	1	Not Ind.	Disc

Step 7a: The **UofSC Diversity Analysis** page allows you to drill down into the data presented on the **Diversity Overview** page.

Click the **Diversity Type** drop-down menu to see the options. Once you click a type, the data in the middle of the page changes. Note you can further filter the data by making selections on the left side menu.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

(Continued on next page)

EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part	EE Ca
			USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time	N
			USC Columbia	STU		08/26/2019	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time	N
			USC Columbia	FTE	Faculty	08/16/1999	Age	55-64	62	Male	1	White	Not Ind.	Regular	Full-Time	O
			USC Columbia	RGP	Staff	08/23/2018	Age	45-54	46	Male	1	White	Not Ind.	RGP	Full-Time	P

Step 7b: The **UofSC Diversity Analysis** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the actions menu, click **Detailed View**.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected **Detailed View** of employees in the 18-24 age range.

(Continued on next page)

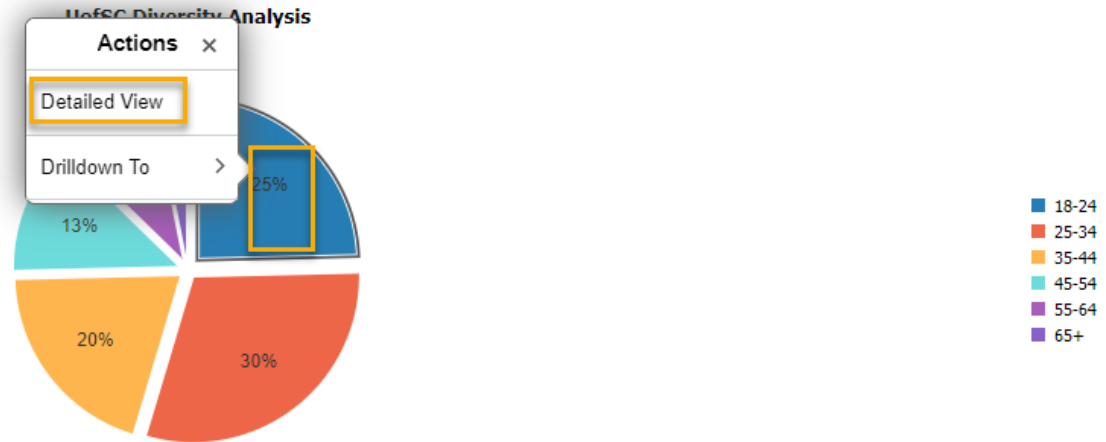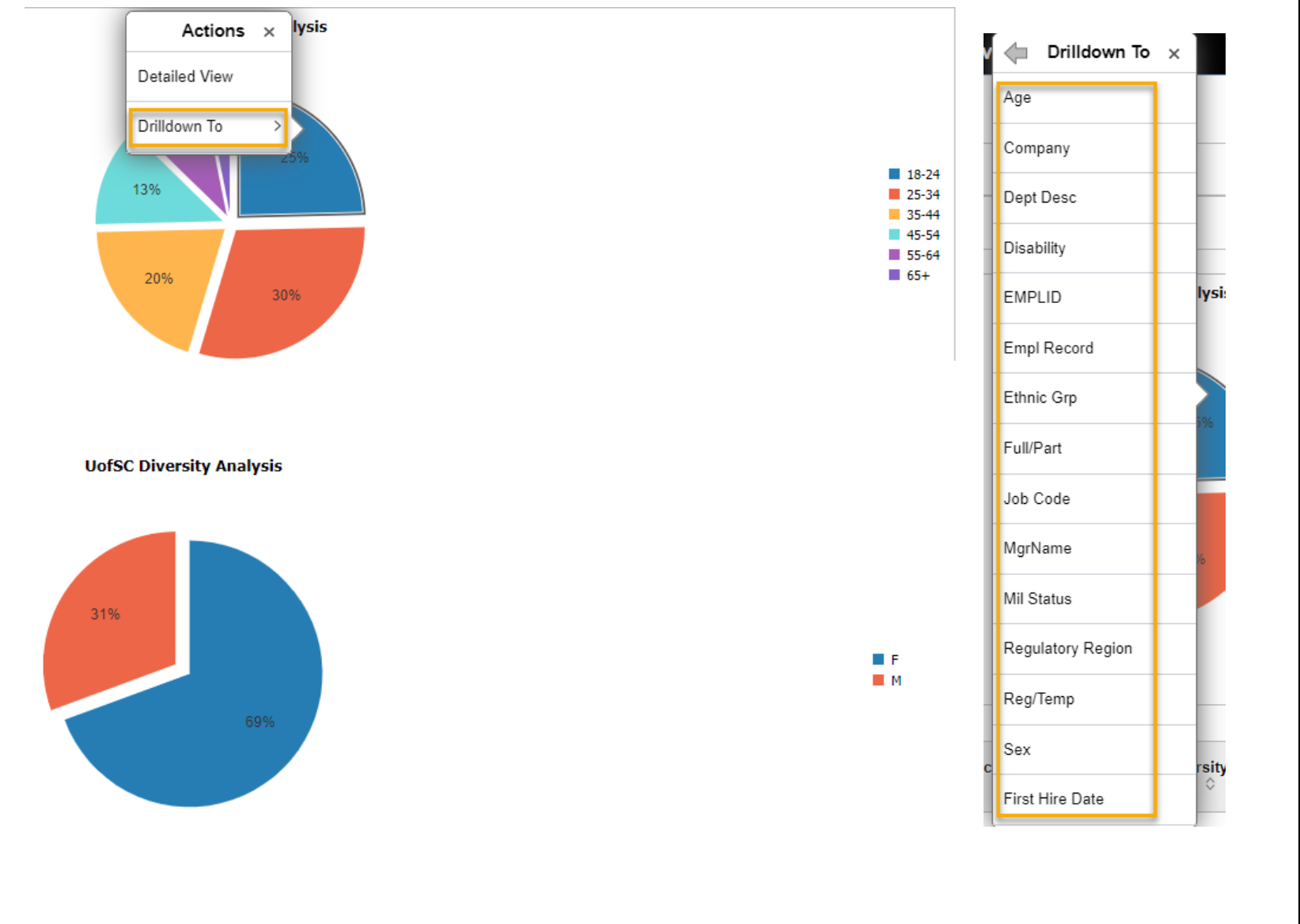| EMPLID	Empl Record	Name	Business Unit	Empl Class	Faculty/Staff	First Hire Date	Diversity Type	Diversity Descr	Age	Sex	Mil Status	Ethnic Grp	Disability	Reg/Temp	Full/Part
			USC Columbia	STU		07/16/2019	Age	18-24	24	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/26/2019	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/17/2020	Age	18-24	24	Male	1	White	Not Ind.	Temporary	Part-Time
			USC Columbia	STU		05/06/2019	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/16/2019	Age	18-24	23	Male	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		01/27/2020	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/16/2020	Age	18-24	21	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		05/15/2018	Age	18-24	23	Female	1		Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/12/2018	Age	18-24	22	Female	1	White	Not Ind.	Temporary	Part-Time
			USC Columbia	STU		08/16/2020	Age	18-24	24	Male	1		Not Ind.	Temporary	Part-Time
			USC Columbia	RGP	Staff	08/10/2020	Age	18-24	23	Female	1	White	Not Ind.	RGP	Full-Time

Step 7c: The **UofSC Diversity Analysis** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu click **Drilldown To**. That opens the Drilldown To menu of options to further sort.

In this scenario we clicked the **Sex** option in the **Drilldown To** menu, which then presented the bottom left pie chart showing breakdown between male and female within the 18-24 age range.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.

Actions ×

Detailed View

Drilldown To >

18-24
25-34
35-44
45-54
55-64
65+

25%
13%
20%
30%

Drilldown To ×

Age
Company
Dept Desc
Disability
EMPLID
Empl Record
Ethnic Grp
Full/Part
Job Code
MgrName
Mil Status
Regulatory Region
Reg/Temp
Sex
First Hire Date

UofSC Diversity Analysis

31%
69%

F
M

Step 8a: The **UofSC Job by Category** page provides employees by their job category.

There are no search parameters. Rather you can filter the data by making selections on the left side menu.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

(Continued on next page)

EMPID	Empl Record	Business Unit	Dept ID	Dept Desc	Job Code	Job Code Descr	Empl Class	Job Category Code	Job Category Descr	Age Range	Ethnic Group
	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	Asian
	0	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	American Indian/Alaska Native
	1	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	TSF	U	Unclassified	45-54	Two or More
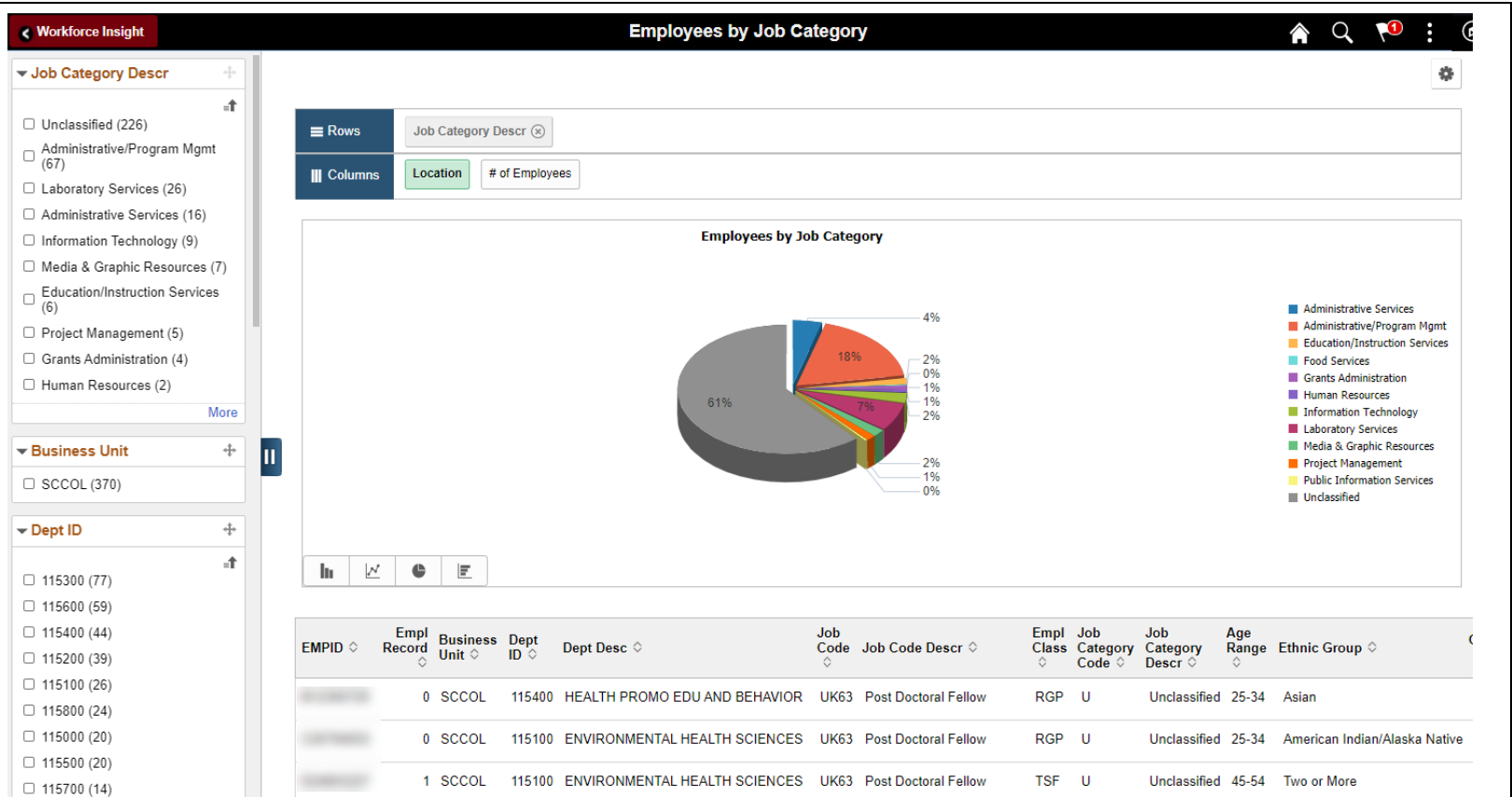
Step 8b: The **UofSC Job by Category** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu, click **Detailed View**.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected **Detailed View** of employees in Unclassified positions.

(Continued on next page).

Employees by Job Category
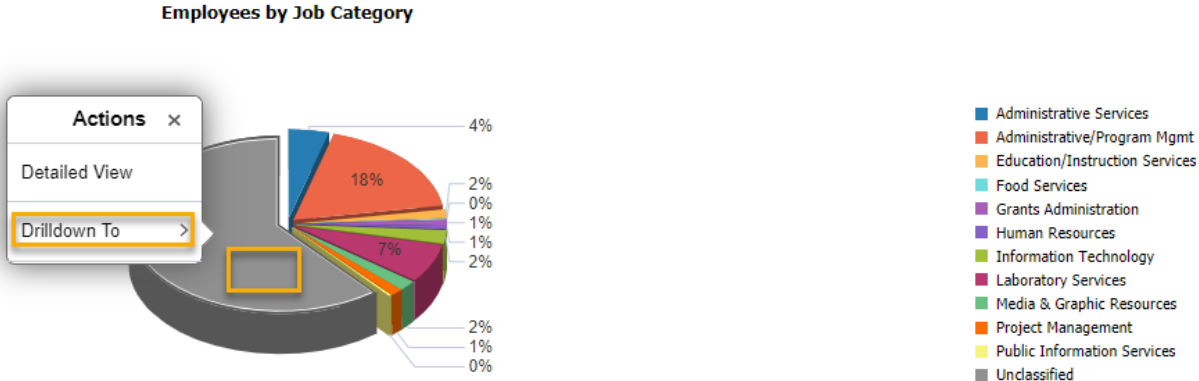
Legend:
- Administrative Services
- Administrative/Program Mgmt
- Education/Instruction Services
- Food Services
- Grants Administration
- Human Resources
- Information Technology
- Laboratory Services
- Media & Graphic Resources
- Project Management
- Public Information Services
- Unclassified

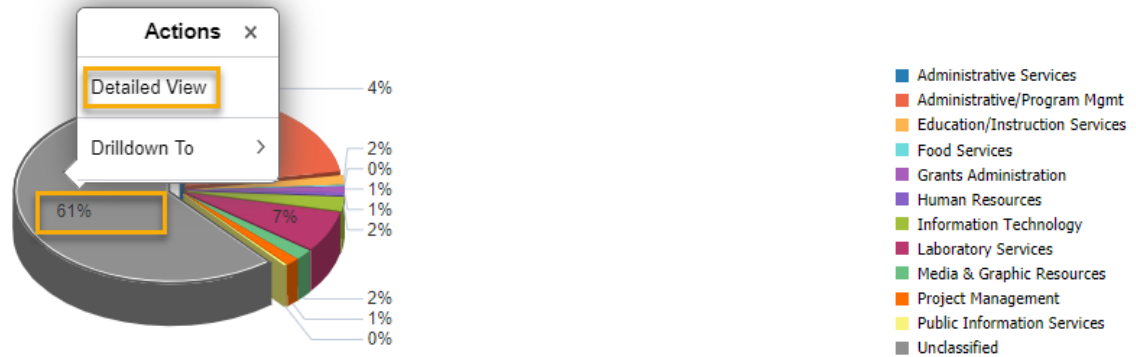| EMPID	Empl Record	Business Unit	Dept ID	Dept Desc	Job Code	Job Code Descr	Empl Class	Job Category Code	Job Category Descr	Age Range	Ethnic Group
	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	Asian
	0	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	American Indian/Alaska Native
	1	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	TSF	U	Unclassified	45-54	Two or More
	2	SCCOL	115700	PREVENTION RESEARCH CENTER	UK63	Post Doctoral Fellow	TSF	U	Unclassified	25-34	Two or More
	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	35-44	Asian
	3	SCCOL	115100	ENVIRONMENTAL HEALTH SCIENCES	UK63	Post Doctoral Fellow	TSF	U	Unclassified	35-44	White
	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
	0	SCCOL	115300	DEPARTMENT OF EXERCISE SCIENCE	UK63	Post Doctoral Fellow	TSF	U	Unclassified	65+	White
	0	SCCOL	115600	COMM SCIENCES AND DISORDERS	UK63	Post Doctoral Fellow	RGP	U	Unclassified	25-34	White
	0	SCCOL	115400	HEALTH PROMO EDU AND BEHAVIOR	UK63	Post Doctoral Fellow	RGP	U	Unclassified	45-54	Asian
	0	SCCOL	115700	PREVENTION RESEARCH CENTER	UK63	Post Doctoral Fellow	TSF	U	Unclassified	25-34	White

Step 8c: The **UofSC Job by Category** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu click **Drilldown To**.

In this scenario we clicked the **Job Code Descr** option in the **Drilldown To** menu, which then presented the bottom left pie chart showing breakdown by Job Category for employees in Unclassified positions.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.

Employees by Job Category

- Administrative Services
- Administrative/Program Mgmt
- Education/Instruction Services
- Food Services
- Grants Administration
- Human Resources
- Information Technology
- Laboratory Services
- Media & Graphic Resources
- Project Management
- Public Information Services
- Unclassified

Actions ×

Detailed View

Drilldown To >

Drilldown To ×

- Age
- Dept Desc
- Descriptio
- Disability
- EEO-4 Cat
- Emp Type
- Ethnic Grp
- Full/Part
- Diversity Type
- Job Code Descr
- Job Descr
- MgrName
- Military Status
- Reg/Temp
- Faculty/Staff
- Grade
- Job Subfunction Descr

Employees by Job Category

- Academic Program Manager
- Assistant Professor
- Associate Dean
- Associate Professor
- Athletics Administrator
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Clinical Professor
- Dean
- Department Chair/Professor
- Instructor
- Post Doctoral Fellow
- Professor

Step 9a: The **UofSC Headcount Movement** page shows movement for all employee types including students, plus it also shows the information for affiliates.

Required for the search parameters are the from and to date fields. Note you can filter the data by making selections on the left side menu including: supervisor, job action, gender, age group, etc.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

(Continued on next page)

▼ Prompts

From Date
07/01/2020

To Date
06/30/2021

[Search] [Clear]

▼ Job Action

☐ Separation (1282)
☐ Rehire (495)
☐ Hire (246)
☐ Additional Job (39)
☐ Add Contingent Worker (25)
☐ Retirement (7)
☐ Promotion (5)
☐ Return from Leave (3)
☐ Leave of Absence (2)
☐ Transfer In (2)

More

▼ Business Unit

☐ USC Columbia (2108)
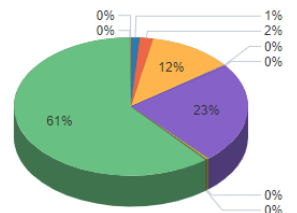
▼ Empl Class

☐ STU (1421)
☐ TFC (284)

| ≡ Rows | Job Action ⊗ |
| Columns | # of Employees |

UofSC HR Headcount Movement

Legend:
- Add Contingent Worker
- Additional Job
- Hire
- Leave of Absence
- Promotion
- Rehire
- Retirement
- Return from Leave
- Separation
- Transfer In
- Transfer Out

Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class	Reports To
	0	Separation	07/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU	
	0	Rehire	07/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
	0	Separation	08/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	
	0	Rehire	08/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU	

Step 9b: The **UofSC Headcount Movement** page continued.

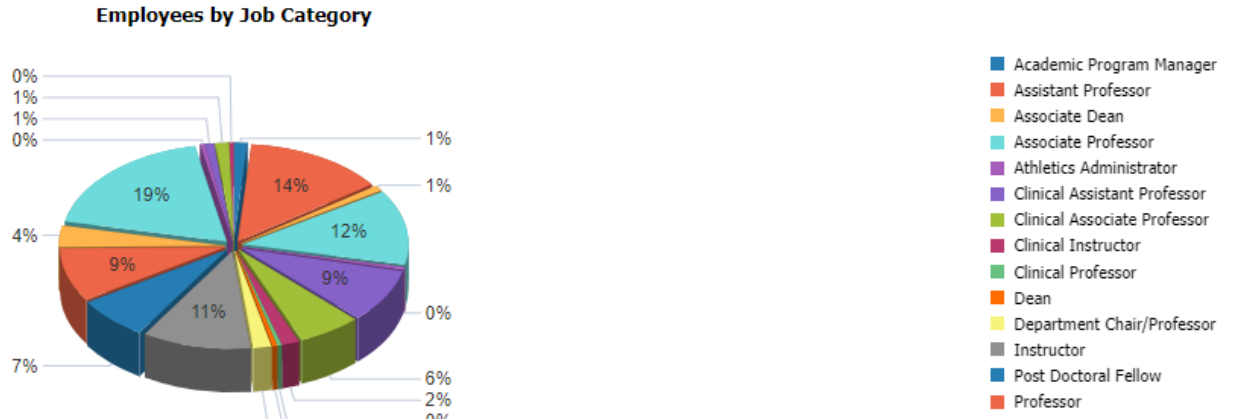To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu click **Detailed View**.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected **Detailed View** of employees who have Separated.

(Continued on next page)

UofSC HR Headcount Movement

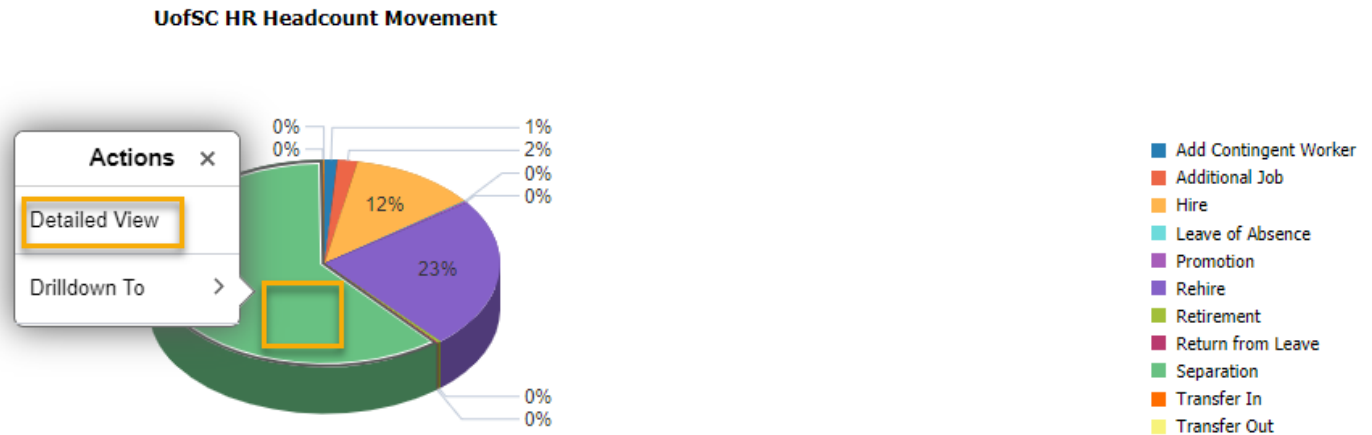| Employee ID	Empl Record	Job Action	Eff Date	Name	Business Unit	Department	Jobcode	Empl Class
	0	Separation	07/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Research Assistant	STU
	0	Separation	08/16/2020		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
	0	Separation	05/08/2021		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant	STU
	1	Separation	08/18/2020		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Assistant Professor	DLI
	0	Separation	08/16/2020		USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
	0	Separation	05/16/2021		USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
	1	Separation	12/05/2020		USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant	STU
	0	Separation	01/02/2021		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Associate Professor	FTE
	4	Separation	08/16/2020		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
	0	Separation	02/16/2021		USC Columbia	COMM SCIENCES AND DISORDERS	Undergraduate Research Asst	STU
	7	Separation	07/03/2020		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC
	8	Separation	07/03/2020		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Summer	TFC

Step 9c: The **UofSC Headcount Movement** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu click **Drilldown To**.

In this scenario we clicked the **Department** option in the **Drilldown To** menu, which then presented the bottom left pie chart showing breakdown by Department for employees who have separated.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.

UofSC HR Headcount Movement

Legend
Add Contingent Worker
Additional Job
Hire
Leave of Absence
Promotion
Rehire
Retirement
Return from Leave
Separation
Transfer In
Transfer Out

Actions ×

Detailed View

Drilldown To >

← Drilldown To ×

Department

NA Paygroup

Marital Status

Salary Administration Plan

Eff Date

Jobcode

Reports To

Position

Supervisor

Ethnicity

Subfunction

UofSC HR Headcount Movement

Legend
ARNOLD SCHOOL OF PUBLIC HEALTH
CANCER PREVENTION & CNTRL CNTR
CNTR FOR COMMNTY HLTH ALIGNMNT
COL OF SOCIAL WORK
COLLEGE OF NURSING
COLLEGE OF PHARMACY
COMM SCIENCES AND DISORDERS
CTR FOR APPLIED RESEARCH CARE
CTR FOR RESEARCH IN NUTRITION
DEPARTMENT OF EXERCISE SCIENCE
DEVELOPMENT OFFICE
EDUC LEADRSHP & POLICIES
ENVIRONMENTAL HEALTH SCIENCES
EPIDEMIOLOGY AND BIOSTATISTICS
GRADUATE STUDENT SERVICES
HEALTH PROMO EDU AND BEHAVIOR

Step 10a: The **UofSC Headcount Movement** page shows current headcount for all employee types including students, plus it also shows the information for affiliates.

Default search **Indicator** is for **Primary Job**, but you can click the **Indicator** drop-down menu to select **Secondary Job**. Note you can filter the data by making selections on the left side menu including: job code, salary administration plan, job action, etc.

You can change the chart view type from a pie chart (default) to a line chart or two different bar charts.

Below the graph on this page is a detailed breakdown for each person included in the search results. Note you must scroll to the right to see all data.

(Continued on next page)

‹ Workforce Insight   **UofSC Current Headcount**

▼ Prompts

Indicator
[Primary Job ▾]

[Search] [Clear]

▼ Empl Class   +
☐ STU (329)
☐ FTE (188)
☐ RGP (102)
☐ TSF (59)
☐ AFL (54)
☐ TFC (20)
☐ TML (1)

▼ Bus Unit   ✛
☐ USC Columbia (753)
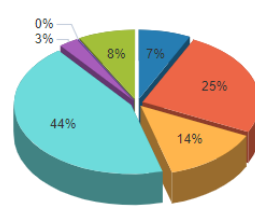
▼ Jobcode   ✛
☐ Graduate Research Assistant (178)
☐ Graduate Athletics Assistant (54)
☐ Research Associate (42)
☐ Assistant Professor (31)
☐ Academic Affiliate (30)
☐ Associate Professor (28)
☐ Instructor (24)
☐ Graduate Instructional Asst (23)
☐ Graduate Teaching Assistant (23)

☰ Rows   [Empl Class ⊗]
▥ Columns [Location]

UofSC Current Headcount

Legend:
- AFL
- FTE
- RGP
- STU
- TFC
- TML
- TSF

Pie chart values: 0%, 3%, 8%, 7%, 25%, 14%, 44%

Employee ID ◇	Empl Record ◇	Name ◇	Bus Unit ◇	Department ◇	Jobcode ◇	Position ◇	Indicator ◇	Empl Class ◇	HR Status Descr ◇	Orga Rela
	0		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Graduate Athletics Assistant		Primary	STU	Active	Emp
	0		USC Columbia	COMM SCIENCES AND DISORDERS	Graduate Research Assistant		Primary	STU	Active	Emp
	0		USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active	Emp
	0		USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Project Manager I	Project Manager I	Primary	RGP	Active	Emp

Step 10b: The **UofSC Headcount Movement** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu, click **Detailed View**.

The data that populates below the pie chart is then limited to only those employees that fall into the criteria you selected. In this scenario we selected **Detailed View** of FTE employees.

(Continued on next page)

UofSC Current Headcount

Actions ×

Detailed View

Drilldown To >

25%

44%

14%

- AFL
- FTE
- RGP
- STU
- TFC
- TML
- TSF

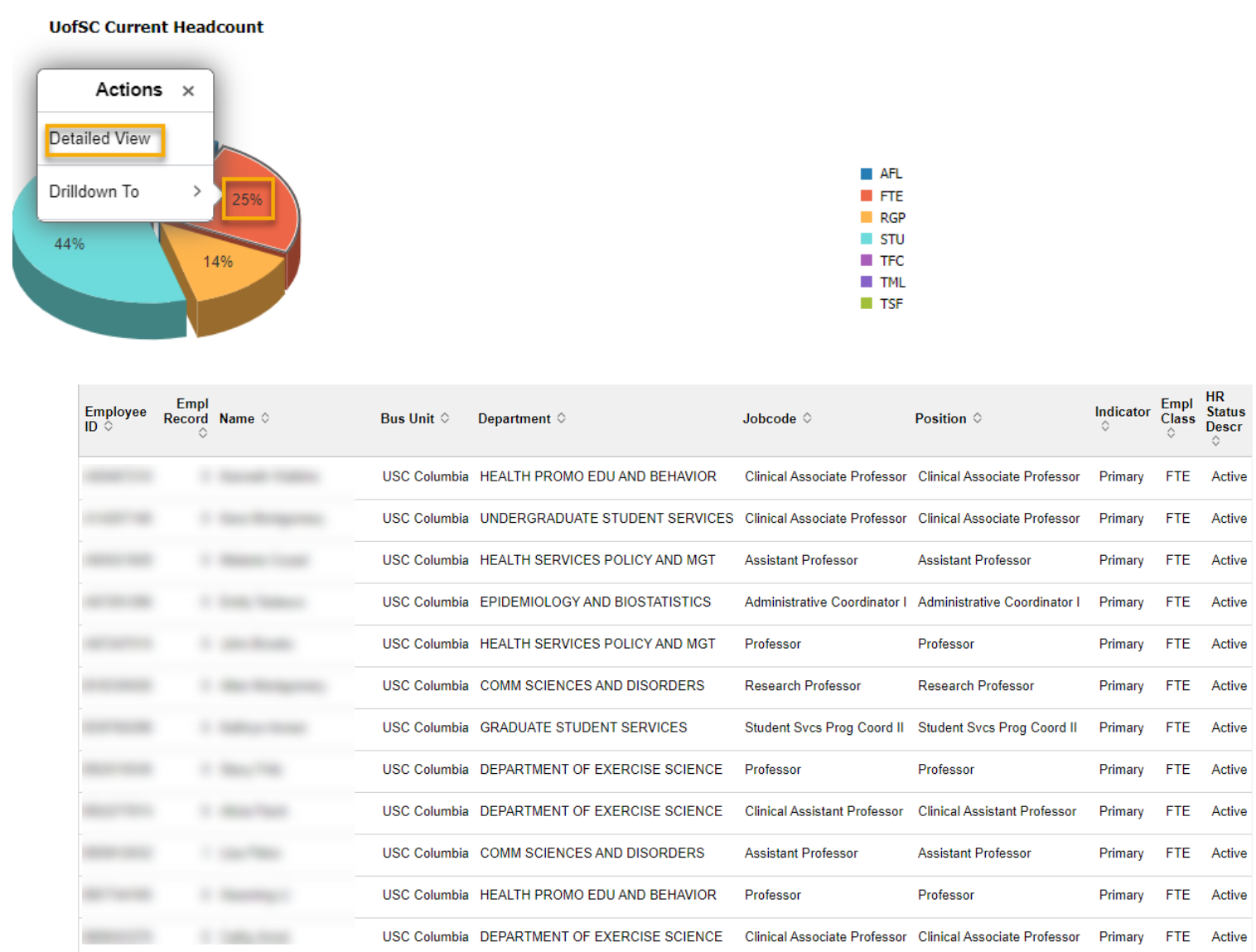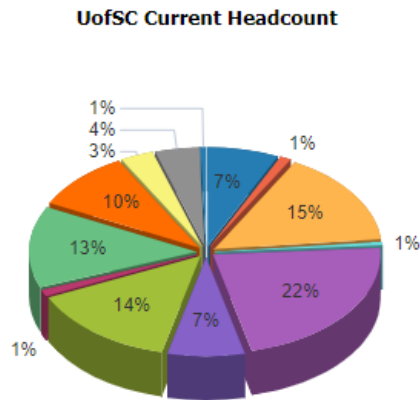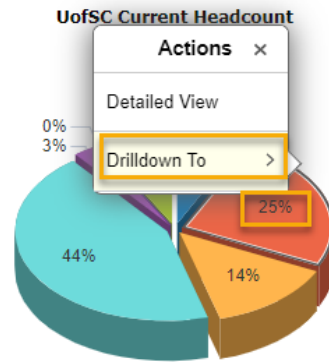| Employee ID	Empl Record	Name	Bus Unit	Department	Jobcode	Position	Indicator	Empl Class	HR Status Descr
			USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active
			USC Columbia	UNDERGRADUATE STUDENT SERVICES	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active
			USC Columbia	HEALTH SERVICES POLICY AND MGT	Assistant Professor	Assistant Professor	Primary	FTE	Active
			USC Columbia	EPIDEMIOLOGY AND BIOSTATISTICS	Administrative Coordinator I	Administrative Coordinator I	Primary	FTE	Active
			USC Columbia	HEALTH SERVICES POLICY AND MGT	Professor	Professor	Primary	FTE	Active
			USC Columbia	COMM SCIENCES AND DISORDERS	Research Professor	Research Professor	Primary	FTE	Active
			USC Columbia	GRADUATE STUDENT SERVICES	Student Svcs Prog Coord II	Student Svcs Prog Coord II	Primary	FTE	Active
			USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Professor	Professor	Primary	FTE	Active
			USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Clinical Assistant Professor	Clinical Assistant Professor	Primary	FTE	Active
			USC Columbia	COMM SCIENCES AND DISORDERS	Assistant Professor	Assistant Professor	Primary	FTE	Active
			USC Columbia	HEALTH PROMO EDU AND BEHAVIOR	Professor	Professor	Primary	FTE	Active
			USC Columbia	DEPARTMENT OF EXERCISE SCIENCE	Clinical Associate Professor	Clinical Associate Professor	Primary	FTE	Active

Step 10c: The **UofSC Headcount Movement** page continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the **Actions** menu, click **Drilldown To**.

In this scenario we clicked the **Department** option in the **Drilldown To** menu, which then presented the bottom left pie chart showing breakdown by Department for employees in FTE positions.

Note additional data populates below the pie chart then only shows those employees that fall into the criteria you selected.

UofSC Current Headcount

Actions ×

Detailed View

Drilldown To >

0%
3%
25%
14%
44%

- AFL
- FTE
- RGP
- STU
- TFC
- TML
- TSF

Drilldown To ×

Business Unit

Company

Department

Organizational Relationship

Age Group

NA Paygroup

Gender

HR Status Descr

Reports To

Employee ID

HR Status

Name

Position

Supervisor

Resp Code

Faculty/Staff

UofSC Current Headcount

1%
4%
3%
7%
15%
1%
22%
10%
13%
14%
1%
7%
1%

- ARNOLD SCHOOL OF PUBLIC HEALTH
- ASPH RESEARCH OFFICE
- COMM SCIENCES AND DISORDERS
- CTR FOR APPLIED RESEARCH CARE
- DEPARTMENT OF EXERCISE SCIENCE
- ENVIRONMENTAL HEALTH SCIENCES
- EPIDEMIOLOGY AND BIOSTATISTICS
- GRADUATE STUDENT SERVICES
- HEALTH PROMO EDU AND BEHAVIOR
- HEALTH SERVICES POLICY AND MGT
- INFORMATION TECHNOLOGY
- UNDERGRADUATE STUDENT SERVICES
- WEB DEVELOPMENT